



# Don't lose the chance to put up to \$1,000 back into your pocket this year!

Participating in a commuter account is like receiving a 30% discount on mass transit and parking expenses.

## How does a commuter account work?

A commuter account allows you to set aside pre-tax dollars for mass transit and parking expenses associated with your daily commute to work.

There are two types of commuter accounts: mass transit and parking. You have the option to enroll in one or both accounts. You choose a monthly election amount, up to \$270 for mass transit expenses and \$270 for parking expenses. The money is placed in your account via payroll deduction and then used to pay for eligible commuting expenses.

## Why should I enroll in a commuter account?

If you take public transportation to work or pay for parking, you'll want to take advantage of the savings these plans offer. Money contributed to a commuter account is free from federal and state taxes and remains tax-free when it is spent on eligible expenses. On average, participants enjoy a 30% tax savings on their annual contribution. This means you could be saving up to \$1,000 per year on commuter expenses!



## How do I use my commuter account to pay for mass transit and parking expenses?

You can use your MyPreTax debit card to pay for commuting expenses, or vouchers can be used to pay for transit tickets, passes, or to pay parking vendors.

## Qualifying expenses

### What qualifies?

Commuter funds can cover costs for:

- Bus, ferry, train, subway tickets and passes
- Vanpool fees when there are six or more adult passengers
- Parking expenses, including parking at or near your place of work or at the location from which you take mass transit to get to work

### What doesn't qualify?

Certain expenses are not eligible, for instance:

- Tolls
- Taxis
- Gas/fuel
- Mileage

*A comprehensive list of eligible expenses can be found at [hrsimplified.com](https://www.hrsimplified.com).*

## Online & mobile access

Get instant access to your account with the **MyPreTax portal** and **HR Simplified mobile application**.

- View your account balance and transaction history
- Upload and store receipts
- View important alerts and communications
- Sign up for text message alerts



Register for the MyPreTax portal at [mypretax.com](https://mypretax.com)



Download the HR Simplified mobile application at the Apple App Store or Google Play

## Helpful hints

- You must have funds in your commuter account before you can spend them.
- You can change your election amount or terminate plan participation at any time.
- Save your receipts when you spend your commuter account dollars. You may need itemized invoices to verify the eligibility of expenses.
- The easiest way to manage your account is online at [mypretax.com](https://mypretax.com) or through the HR Simplified mobile application.
- Any unused funds that remain in your account at the end of the year will be carried over into the next plan year, if you continue to participate in the plan.



# Employee FAQ:

## Commuter Accounts

### **What is a commuter account?**

A commuter account is an employer-sponsored benefit program that allows you to set aside pre-tax (and in some cases if your employer allows, post-tax) funds in separate accounts to pay for qualified mass transit and parking expenses associated with your commute to work.

### **Why should I participate?**

Contributions to a commuter account are deducted from your paycheck on a pre-tax basis, reducing your taxable income. You can save an average of 30% on your eligible transit and parking expenses.

### **What is a qualified mass transit expense?**

Qualified expenses include transit passes, tokens, fare cards, vouchers, or similar items entitling you to ride a mass transit vehicle to or from work. The mass transit vehicle may be publicly or privately operated and includes bus, rail, or ferry.

### **What qualifies as van-pooling?**

Van-pooling is not to be confused with carpooling. Van-pooling requires a commuter highway vehicle with a seating capacity of at least 7 adults, including the driver. At least 80 percent of the vehicle mileage must be for transporting employees between their homes and workplace with employees occupying at least one-half of the vehicle's seats (not including the driver's seat).

### **What is a qualified parking expense?**

Get reimbursed for parking expenses incurred at or near your work location or a location from which you continue your commute to work by car pool, van-pool or mass transit. Out-of-pocket parking fees for parking meters, garages and lots qualify. Parking at or near your home is not an eligible expense.

### **Can I use my commuter account for commuting expenses like tolls and gas?**

No. Benefits may not be used for tolls, gas, mileage or other personal commuting expenses.

### **Can I use my commuter account to pay for business or personal travel expenses?**

No. You can only use commuter account funds to pay

for your regular commute between your home and office on mass transit or van-pools.

### **Whose commuter expenses are covered?**

Qualified expenses include those incurred for your transportation between your residence and worksite. Expenses for your spouse or dependents are not eligible.

### **Is there a limit to how much I can contribute or spend each month?**

Yes. Monthly limits are set by the IRS. Currently, contributions as well as monthly spending for transit and van-pooling are limited to \$270 per month. Parking contributions as well as monthly spending are limited to \$270 per month. Any monthly expenses above these limits cannot be exempt from taxes and cannot be applied to future months.

### **How does it work?**

You authorize your employer to deduct a pre-tax amount for parking and/or van-pooling/transit from each paycheck, up to the IRS limits stated above. You then pay for the qualified transportation with your benefits debit card.

### **Can I change my election?**

Yes. You can make adjustments to your contribution, join, or terminate plan participation at any time.

### **What happens if I don't use all of my funds at the end of the plan year?**

The money left in your account may be carried over into the next plan year, if you continue to participate in the plan.

### **Do I need to keep my receipts?**

Yes. A valid receipt should have the merchant name, date, amount of expense, and a description of the purchase for a transportation pass or parking. If you are not given a receipt, a signed claim form will be acceptable showing the amount of the expense that you incurred for that time period.

**For more information, please call 888-318-7472.**